



# Reports

(revised 12/13/16)

# Reports

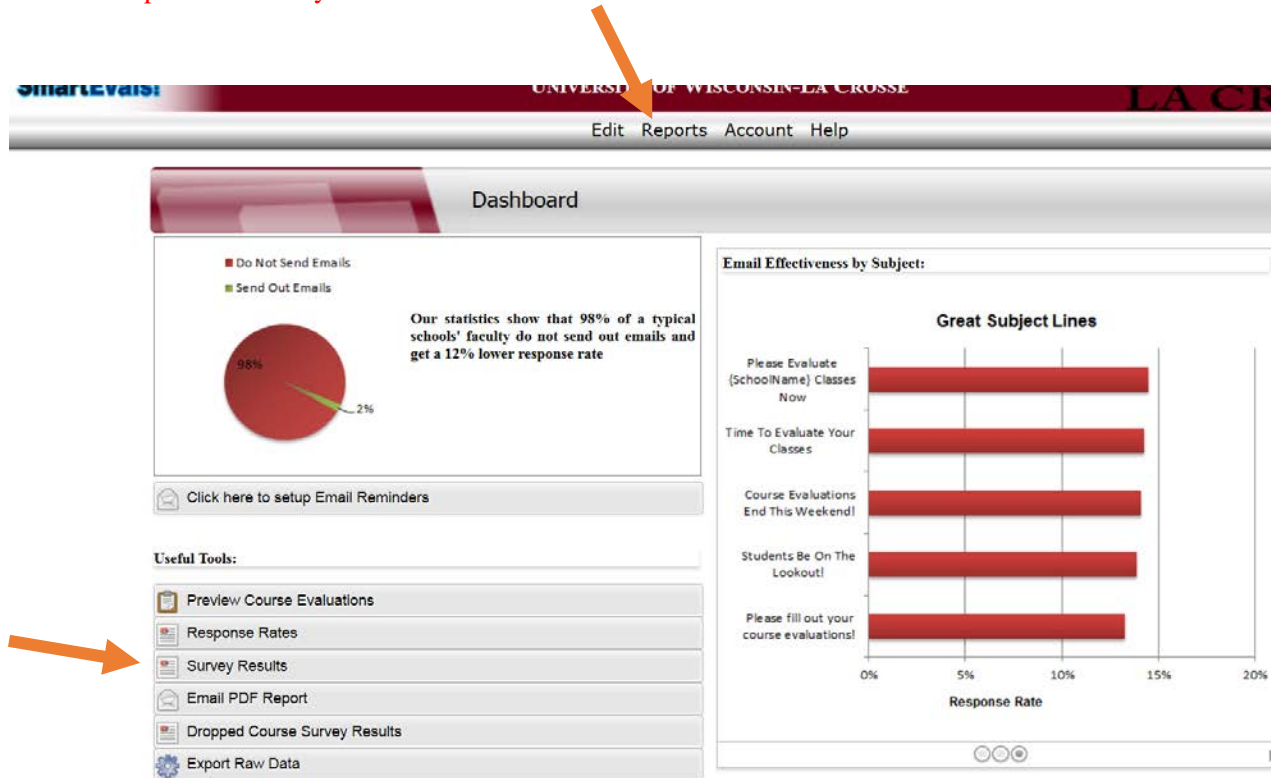
## Definitions

- Division – Aggregate of the entire Department score (combined prefixes)
- Department – Aggregate of individual Prefix scores (PSY, CYC, ACC, etc.)
- FA = Faculty / AS = IAS

*Access to reports via the Useful Tools or Menu Bar.*

Useful Tools → survey results

Menu → reports → Survey Results



## Customize

**FIRST STEP** → Reports → Survey Results → **Customize** the look of your report by selecting “Customize” (following your department bylaws/needs for SEI reporting)

SmartEvals! UNIVERSITY OF WISCONSIN-LA CROSSE

Edit Reports Account Help Sheri Craig

### Division Aggregate Scores

☒ include semester

	Division	N	Tot	Pct	Looking forward to course	Instructor was helpful	Instr was well prepared	Instr communicated matter clearly	Learned a great deal from instr	Overall instr
Total:		2868	3895	74%	4	4.3	4.4	4.3	4.2	4.3
2016 Spr	UWLAX	2868	3895	74%	4	4.3	4.4	4.3	4.2	4.3

OCE: Look for missing classes

If you have any questions or issues with the SmartEvals site please contact Eagle Help Desk at 608-785-8774 or email [helpdesk@uwlax.edu](mailto:helpdesk@uwlax.edu)

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### Division Aggregate Scores

☐ Show full semester names  
☐ Sort semesters Winter, Spring, Summer, Fall

Use Until Logout Save Permanently Reload Saved Values Cancel

	Division	Level	Type	Trait	# Classes	n	Tot	Pct	Questions
<input checked="" type="checkbox"/> All/None			<input type="checkbox"/> Show <input type="checkbox"/> Show <input checked="" type="checkbox"/> Show	<input type="checkbox"/> Show <input checked="" type="checkbox"/> Show <input checked="" type="checkbox"/> Show					<input type="checkbox"/> Select all quest
Total:					122	3084	4349	71%	<input checked="" type="checkbox"/> Looking forward to course
2016 Sum	UWLAX			AS	3	34	77	44%	<input checked="" type="checkbox"/> Instructor was helpful
2016 Sum	UWLAX			FA	31	181	377	48%	<input checked="" type="checkbox"/> Instr was well prepared
2016 Spr	UWLAX			AS	18	515	642	80%	<input checked="" type="checkbox"/> Instr communicated matter clearly
2016 Spr	UWLAX			FA	70	2354	3253	72%	<input checked="" type="checkbox"/> Learned a great deal from instr
Total:					9	54	151	36%	<input checked="" type="checkbox"/> Overall instr
2015 Spr	UWLAX			F	9	54	151	36%	<input type="checkbox"/> Time student prepared for class
									<input type="checkbox"/> Teaching strategies enhanced lea

Graph Preferences

Do not change any of the questions, UWL’s six core questions should be checked.

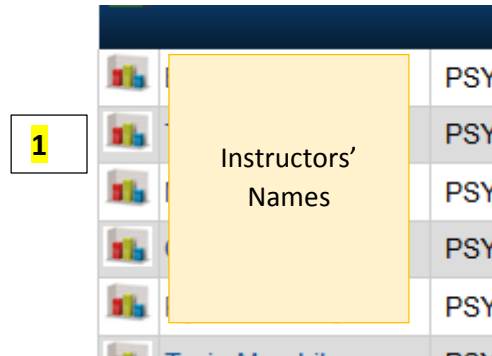
## Explanation of each heading

- Semester
- Division – UWLAX
- Level – Undergrad or Graduate
- Type – Lecture, Field, discussion, etc.
- Trait – FA (faculty) or AS (IAS)
- # of classes for the semester per prefix
- n – Number of respondents
- Tot – Total possible number of respondents

- Pct – Percentage of response rates


NOTE: Choose a saving option (Use Until Logout, Save Permanently, etc.)

To get to Survey results → choose reports → survey results → choose semester → prefix → (1) click on any chart next to any instructor's name → (2) on the next screen, select customize → (3) select Interpol. median and any other options the department needs



PSY 205 1 2010/spring See all course levels / types / traits  
There were: 37 possible respondents.

2 Customize

										
Question Text		N	Interpol. Median							
Grp	Core Questions #2-6		4.3							
Str Agree Agree Neutral Disagree Str Disagr										
1	Looking forward to course	34	4.4	3.48%	6.08%	4.08%	3.08%	0.08%		

Custom Report Percentile Rank Individual Evaluation

3 Use Until Logout Save Permanently Reload Saved Values Cancel

Question Text	N	RR	Top Two	Avg	Median	Interpol. Median	SD	Dev. from Mean	Z-Score	95% CI Low	95% CI High	Kayson Avg	205 Avg	PSY Avg	PSY SD	Div Avg	Div SD	Div Lvl	Div Lvl SD
	<input checked="" type="checkbox"/> Show	<input type="checkbox"/> Show	<input type="checkbox"/> Show	<input type="checkbox"/> Show	<input type="checkbox"/> Show	<input checked="" type="checkbox"/> Show	<input type="checkbox"/> Show	<input type="checkbox"/> Show <input type="checkbox"/> Show	<input type="checkbox"/> Show <input type="checkbox"/> Show	<input type="checkbox"/> Show <input type="checkbox"/> Show	<input type="checkbox"/> Show <input type="checkbox"/> Show	<input type="checkbox"/> Show	<input type="checkbox"/> Show	<input type="checkbox"/> Show	<input type="checkbox"/> Show	<input type="checkbox"/> Show	<input type="checkbox"/> Show	<input type="checkbox"/> Show	<input type="checkbox"/> Show
re			85%	4.0	4.0	4.0	0.0	0.0	0.0	4.0	4.0			4.0	0.0	4.0	0.0	4.0	0.0

# Customized Report Examples

**DO NOT BE AFRAID TO PLAY – SCORES WILL NOT CHANGE!**

Reports → Survey Results → Customize...

**\*\*All choices selected**

☐ Show full semester names  
☐ Sort semesters Winter, Spring, Summer, Fall

	Division	Level	Type	Trait	# Classes	n	Tot	Pct
<input checked="" type="checkbox"/> All/None	<input checked="" type="checkbox"/> Show	<input checked="" type="checkbox"/> Show	<input checked="" type="checkbox"/> Show	<input checked="" type="checkbox"/> Show	<input checked="" type="checkbox"/> Show	<input checked="" type="checkbox"/> Show	<input checked="" type="checkbox"/> Show	<input checked="" type="checkbox"/> Show
<b>Total:</b>					<b>122</b>	<b>3084</b>	<b>4349</b>	<b>71%</b>
2016 Sum	UWLAX	Grad	IND	FA	2	0	4	0%
2016 Sum	UWLAX	Grad	LEC	FA	2	18	24	75%
2016 Sum	UWLAX	Grad	RSC	FA	4	8	12	67%
2016 Sum	UWLAX	Grad	SEM	FA	3	0	0	
2016 Sum	UWLAX	UGRD	FLD	FA	6	18	39	46%
2016 Sum	UWLAX	UGRD	LEC	AS	3	34	77	44%
2016 Sum	UWLAX	UGRD	LEC	FA	14	137	298	46%
2016 Spr	UWLAX	Grad	FLD	FA	1	7	11	64%
2016 Spr	UWLAX	Grad	IND	FA	1	10	11	91%
2016 Spr	UWLAX	Grad	LEC	AS	5	40	42	95%
2016 Spr	UWLAX	Grad	LEC	FA	11	64	73	88%
2016 Spr	UWLAX	UGRD	FLD	FA	4	55	76	72%
2016 Spr	UWLAX	UGRD	LEC	AS	13	475	600	79%
2016 Spr	UWLAX	UGRD	LEC	FA	52	2209	3071	72%
2016 Spr	UWLAX	UGRD	SEM	FA	1	9	11	82%
<b>Total:</b>					<b>9</b>	<b>54</b>	<b>151</b>	<b>36%</b>
2015 Spr	UWLAX	UGRD	FLD	F	3	8	20	40%
2015 Spr	UWLAX	UGRD	LEC	F	6	46	131	35%

**Graph Preferences**

☒ Hide Graph

**\*\*Example with Level and Type NOT checked – gives you Faculty vs. AS**

Division Aggregate Scores

☒ include semester

Customize

	Division	Trait	# Classes	n	Tot	Pct	Looking forward to course	Instructor was helpful	Instr was well prepared	Instr communicated matter clearly	Learned a great deal from instr	Overall instr
Total:			122	3084	4349	71%	4	4.3	4.4	4.3	4.2	4.3
2016 Sum	UWLAX	AS	3	34	77	44%	4	4.2	4.4	3.8	3.9	4.2
2016 Sum	UWLAX	FA	31	181	377	48%	4.1	4.4	4.5	4.2	4.2	4.3
2016 Spr	UWLAX	AS	18	515	642	80%	4.3	4.4	4.4	4.4	4.3	4.3
2016 Spr	UWLAX	FA	70	2354	3253	72%	4	4.3	4.5	4.2	4.2	4.3
Total:			9	54	151	36%	3.8	4.1	4.3	3.9	3.8	4
2015 Spr	UWLAX	F	9	54	151	36%	3.8	4.1	4.3	3.9	3.8	4

## \*\*Example with Level, Type and Trait NOT checked

Division Aggregate Scores										
include semester										
Customize										
Division	# Classes	n	Tot	Pct	Looking forward to course	Instructor was helpful	Instr was well prepared	Instr communicated matter clearly	Learned a great deal from instr	Overall instr
Total:	122	3084	4349	71%	4	4.3	4.4	4.3	4.2	4.3
2016 UWLAX	122	3084	4349	71%	4	4.3	4.4	4.3	4.2	4.3
Total:	9	54	151	36%	3.8	4.1	4.3	3.9	3.8	4
2015 UWLAX	9	54	151	36%	3.8	4.1	4.3	3.9	3.8	4

## Parent/Child – see cross listed classes

Survey Results

See mean scores for each question

PSY Psychology

2016 Spring

See all instructors

All courses

See all course levels / types / traits

Here is a breakdown of each mean score for each question.

Instructor	Dept	Num	Course Name	Sec	Type	N	Tot	%
	PSY	358	Adulthood (hidden from instructor)	1	LEC	20	21	95
	dept	num	course name	sec	type	n	tot	%
	PHL	333	Philosophy of Mind (hidden from instructor)	1	LEC	16	24	67
	PSY	100	General Psychology	1	LEC	221	357	62
	PSY	100	General Psychology	1	LEC	207	356	58

Teaching all types in all course levels in all course traits in the UWLAX division 2016 Spring

Custom Report Percentile Rank

this past semester(2016/spring)

All departments

All courses

All sections of this course

See all course levels / types / traits

There were: 24 possible respondents.

Question Text	N	RR	Interpol. Median	Str Agree	Agree	Neutral	Disagree	Str Disagr
Grp Core Questions #2-6			4.1					
1 Looking forward to course	16	67%	4.4	44%	44%	6%	0%	6%
2 Instructor was helpful	16	67%	4.5	50%	19%	19%	6%	6%
3 Instr was well prepared	16	67%	3.8	31%	25%	13%	19%	13%
4 Instr communicated matter clearly	16	67%	3.5	28%	12%	10%	10%	12%

Numbers are combined

Custom Report Percentile Rank

this past semester(2016/spring)

PSY Psychology

All courses

Kraemer, Eric

All sections of this course

See all course levels / types / traits

There were: 24 possible respondents.

	Question Text	N	RR	Interpol. Median				
Grp	Core Questions #2-6			4.1				
					Str Agree	Agree	Neutral	Disagree
1	Looking forward to course	16	67%	4.4	44%	44%	6%	0%
2	Instructor was helpful	16	67%	4.5	50%	19%	19%	6%
3	Instr was well prepared	16	67%	3.8	31%	25%	13%	19%
4	Instr communicated matter clearly	16	67%	3.5	38%	13%	19%	19%
5	Learned a great deal from instr	16	67%	4.3	44%	25%	25%	0%

## Department Interpolated Median

How to find the INTERPOLATED Median of Department FA / AS (may look a bit different depending on your customization)

## Overall Department Interpolated Median

From the dashboard ->

Menu bar → Reports → Survey Results → Choose appropriate semester/division/FA or AS → Click any graph next to instructor name → change drop down menus to read: Semester; All Courses; All Sections; All departments; all instructors; all levels.

Useful Tools → Survey Results → ... same as above

all types in all course levels in all course traits in the UWLAX division 2016 Spring

Custom Report Percentile Rank

2016 Spring

All departments

All courses

See all instructors

All sections of this course

See all course levels / types / traits

There were: 3918 possible respondents.


	Question Text	N	RR	Interpol. Median				
Grp	Core Questions #2-6			4.4				
					Str Agree	Agree	Neutral	Di
1	Looking forward to course	2886	74%	4.1	34%	43%	16%	
2	Instructor was helpful	2885	74%	4.4	46%	43%	9%	
3	Instr was well prepared	2883	74%	4.6	54%	37%	7%	
4	Instr communicated matter clearly	2883	74%	4.4	47%	38%	11%	
5	Learned a great deal from instr	2883	74%	4.4	44%	40%	12%	
6	Overall instr	2883	74%	4.4	46%	38%	12%	

## IAS

all types in all course levels in all AS courses in the UWLAX division 2016 Spring

Custom Report		Percentile Rank	
2016 Spring	▼	All departments	▼
All courses	▼	See all instructors	▼
All sections of this course	▼	AS	▼

There were: 643 possible respondents.

 Customize


	Question Text	N	RR	Interpol. Median								
Grp	Core Questions #2-6			4.5								
					Str Agree	Agree	Neutral	Disagree	Str Disagr			
1	Looking forward to course	515	80%	4.3	43%	46%	10%	2%	0%			
2	Instructor was helpful	515	80%	4.5	49%	41%	7%	3%	0%			
3	Instr was well prepared	515	80%	4.6	53%	33%	9%	3%	1%			
4	Instr communicated matter clearly	515	80%	4.6	54%	34%	9%	3%	1%			
5	Learned a great deal from instr	515	80%	4.5	49%	38%	10%	2%	1%			
6	Overall instr	515	80%	4.5	51%	34%	12%	3%	1%			
					Str Agree	Agree	Neutral	Disagree	Str Disagree			
2	Overall teaching ability	1	0%	4	0%	100%	0%	0%	0%			
					Yes	No						

## Faculty

all types in all course levels in all FA courses in the UWLAX division 2016 Spring

Custom Report		Percentile Rank	
2016 Spring	▼	All departments	▼
All courses	▼	See all instructors	▼
All sections of this course	▼	FA	▼

There were: 3275 possible respondents.

 Cu

	Question Text	N	RR	Interpol. Median								
Grp	Core Questions #2-6			4.4								
					Str Agree	Agree	Neutral	Disagree	Str Disagr			
1	Looking forward to course	2371	72%	4.1	32%	42%	17%	7%	2%			
2	Instructor was helpful	2370	72%	4.4	45%	43%	9%	2%	0%			
3	Instr was well prepared	2368	72%	4.6	55%	37%	6%	1%	0%			
4	Instr communicated matter clearly	2368	72%	4.4	45%	39%	12%	3%	1%			
5	Learned a great deal from instr	2368	72%	4.3	43%	40%	13%	3%	1%			
6	Overall instr	2368	72%	4.4	45%	39%	12%	3%	1%			
					Wanted Another	Planned No Time	Hard	Others Closed	Bad Time			



# Individual instructor Interpolated Median

Menu Bar → Reports → Survey Results → Semester → Course Dept. → change any of the drop down menus → chart next to instructor name

Useful Tools → Survey Results → Semester → Course Dept. → change any of the drop down menus → chart next to instructor name

## Survey Results

Show no questions ▾

2016 Spring ▾

See all eval periods ▾

All courses ▾

PSY Psychology ▾

See all instructors ▾

See all course levels / types / traits ▾

This is a list of all of the classes in this selection.

⚙️ Customize

	Instructor	Dept	Num	Course Name	Sec	Type	N	Tot	%
   	Instructors' Names	PHL	333	Philosophy of Mind (hidden from instructor) ↑	1	LEC	16	24	67%
		PSY	100	General Psychology	1	LEC	221	357	62%
		PSY	100	General Psychology	1	LEC	207	356	58%
		PSY	100	General Psychology	1	LEC	206	357	58%

\*\*This instructor teaches in two different prefixes (PSY & CYC) and this is the score combined.

Teaching all types in all course levels in all course traits in the UWLAX division 2016 Spring

⚙️ Customize

Custom Report

2016 Spring ▾

All courses ▾

All sections of this course ▾

Percentile Rank

All departments ▾

See all course levels / types / traits ▾

There were: 163 possible respondents.

⚙️ Customiz

	Question Text	N	RR	Interpol. Median					
Grp	Core Questions #2-6			4.2					
					Str Agree	Agree	Neutral	Disagree	Str Disagr
1	Looking forward to course	126	77%	4.1	31%	49%	14%	5%	1%
2	Instructor was helpful	126	77%	4.2	36%	49%	8%	6%	1%
3	Instr was well prepared	126	77%	4	31%	35%	18%	12%	4%
4	Instr communicated matter clearly	126	77%	4.1	37%	36%	16%	9%	3%
5	Learned a great deal from instr	126	77%	4.3	42%	35%	15%	4%	4%
6	Overall instr	126	77%	4.3	42%	33%	19%	4%	2%

## Export Results

To export results select the appropriate drop down menu choices for entire department or individual instructors → click the X (Excel Icon) →



UNIVERSITY OF WISCONSIN-LA CROSSE
Edit Reports Account Help

Survey Results
Preferences

See mean scores for each question
All departments
All courses
See all course levels / types / traits

Here is a breakdown of each mean score for each question.

Customize

Instructor	Dept	Num	Course Name	Sec	Type	N	Tot	%	1	2	3	4	5	6
 [redacted]	PSY	204	Abnormal Psychology (hidden from instructor)	1	LEC	106	118	90%	4.4	4.3	4.4	4.4	4.2	4.2
 M [redacted]	PSY	205	Effective Behavior (hidden from instructor)	1	LEC	34	37	92%	4.1	4.4	4.3	4.2	4.1	4.3

Note: This screen lists only classes that have at least one respondent.

## Export Options

Edit Reports Account Help

Preferences
Survey Results

File Type
Show Course Heading?
Show Column Titles?
Show Grid Lines? (Does not apply to PDF)
Export PDF In Landscape Orientation?

XLS: Microsoft Excel
☒
☒
☒
☐

Use default colors

Export

Xls: Microsoft Excel

CSV: comma separated text

HTML: Web

PDF

DOC: Microsoft Word

Click Export → file will download (you can choose individual instructors or entire department)

## Email PDF Reports:

Through the dashboard or Reports menu, select Email PDF Reports → select appropriate drop down menu choices → Select either all instructors or individual instructor → Choose which style of report to send → (Re)generate selected button → Choose “all instructors” or individual instructor/class (you can sort by clicking the instructor heading)

You can email yourself the selected reports as a group report in one PDF file or each file individually in an email from “Evaluations@SmartEvals.com”

The screenshot shows the 'PDF Report Generator and Emailer' interface. At the top, there is a navigation bar with 'Edit', 'Reports', 'Account', and 'Help'. Below this, the main heading is 'PDF Report Generator and Emailer'. There are three dropdown menus: 'All departments', 'See all instructors', and 'See all course levels / types / traits'. A 'Send:' dropdown is set to 'Both comments AND custom report', with a checkbox for 'Hide reports not shown for instructors'. Below these are buttons for 'Generate missing reports (0)', 'Email me the selected reports', and 'Delete ALL reports.'. A status message says 'Earliest report generated: 8/14/2015 1:58:00 PM'. A checkbox for 'Group reports into one PDF file' is also present. At the bottom, there is a '(Re)Generate Selected' button and a note 'Click on column header to change sort order.'. A table with five columns: 'All', 'Instructor', 'Course', 'Generated', and 'First Generated' is shown. The table contains three rows of data, all with 'CYC' course numbers and timestamps from 5/23/2016. Each row has a 'View' link.

All	Instructor	Course	Generated	First Generated
<input type="checkbox"/>		CYC 310 1 (hidden from instructors)	5/23/2016 11:57:00 AM	5/23/2016 11:57:00 AM <a href="#">View</a>
<input type="checkbox"/>		CYC 450 3 (hidden from instructors)	5/23/2016 11:57:00 AM	5/23/2016 11:57:00 AM <a href="#">View</a>
<input type="checkbox"/>		CYC 495 1 (hidden from instructors)	5/23/2016 11:57:00 AM	5/23/2016 11:57:00 AM <a href="#">View</a>

## Down Load PDF Reports

Reports → Download PDF Reports

# TAIs

TAI (Teaching Assignment of Instruction) forms are pulled from WINGS and used for personnel decisions. They show each instructor's teaching load per term. At this time, individual faculty and IAS course medians and student comments are trustworthy and can be shared.

At this time (1/2017), SEIs, department data (including rankings) need to be added to the TAI's using Adobe Pro and saving as a pdf.

As of January 2017, UWL is working with the SmartEvals company to create reports of the correct **aggregate** information (based on interpolated medians) for faculty and IAS separately. Institutional Research will be aiding in this venture.

*More information about department aggregate TAI's is forthcoming.*

## Example Individual Course Report – IAS example

### University of Wisconsin-La Crosse

Fall 2016, BBB ### Class Name

Instructor: Instructor's Name (Primary)



There were: 77 possible respondents.

Grp	Question Text	N	Interpol. Median					
	Core Questions #2-6		3.4					
				Str Agree	Agree	Neutral	Disagree	Str Disagr
1	Looked forward to course	51	4.1	20%	49%	18%	2%	2%
2	Instructor was helpful	51	3.7	20%	39%	24%	16%	2%
3	Instructor was well prepared	51	3	12%	27%	24%	20%	18%
4	Instructor communicated subject clearly	51	3.6	16%	39%	24%	14%	8%
5	Learned great deal from instructor	51	3.1	14%	27%	24%	24%	12%
6	Overall instructor was excellent	51	3.3	12%	33%	22%	24%	10%

### Fall 2016

Subject	Catalog Nbr	Section	Slash	Credits	Contact Hrs	DOR Enrl	EOT Enrl	A	AB	B	BC	C	D	F	P	W	Motive SEI	Comp SEI
AAA ###	Fall 2016							96.30%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	3.70%		
PSY	212	01		3	3	78	76	56	12	6	1	1	0	0	0	0	4.1	3.4

Instructor Term Composite SEI	3.8
Department Min SEI	3.8
Department Max SEI	3.9
Individual SEI Rank	9 of 9

Instructor info (across all courses) –  
and ranking info for IAS

Example of how a department can complete and report ranking information.

<b><i>IAS and Part-Time Instructors</i></b>		
	<b>Rank</b>	<b>Fall</b>
<b>Name</b>	<b>out of 9</b>	<b>2016</b>
Instructor	1	4.8
Instructor		4.8
Instructor	3	4.6
Instructor		4.6
Instructor		4.6
Instructor		4.6
Instructor	7	4.3
Instructor		4.3
Instructor	9	3.8
<b>MIN</b>	3.8	
<b>MAX</b>	4.8	